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BUREAU OF HUMAN RESOURCE  
OF COOK COUNTY

KIM DAVID GILMORE

CHIEF OF HUMAN RESOURCES

County Building,

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March 13, 2007

RICKEY L COLEMAN  
1839 S. DRAKE FLOOR #1  
CHICAGO, IL 60623

**Re: Layoff due to Budget Cuts**

Dear RICKEY L COLEMAN:

Cook County Government has experienced significant budgetary constraints, which has required staff reductions. To accomplish this, a layoff plan has been prepared and approved in accordance with the Cook County Rules and Regulations and any applicable collective bargaining agreement. We regret to inform you that your position is among those affected. Effective at the close of business on March 16, 2007 you will be laid off.

Included with this letter, is a summary of services from the Illinois Department of Employment Security, summary of employee benefits termination provisions, an Employee Assistance Program (EAP) brochure detailing services that are provided and the Cook County President's Office of Employment Training material. Your final pay check will include unused vacation time.

**Reinstatement Rights:** The names of career service employees who are laid off shall be placed on appropriate layoff lists for preferential reinstatement, upon written application by the employee, in accordance with Rule 4 (4.031).

Please accept my gratitude on behalf of the County for your valued service.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim David Gilmore".  
Kim David Gilmore  
Bureau Chief

cc: Personnel File

**Exhibit A**